

July 2013

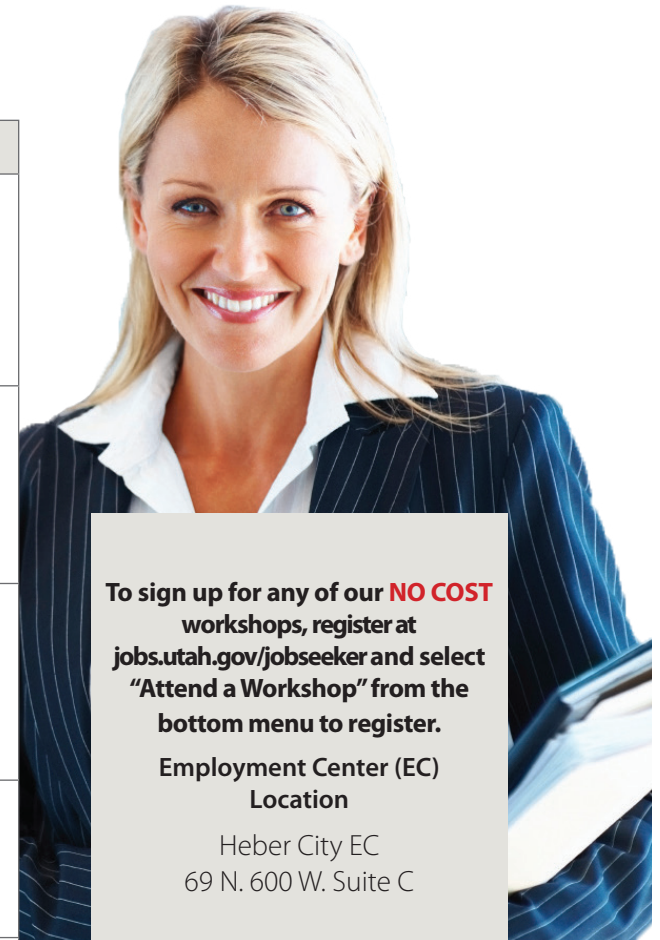
HEBER SERVICE AREA



# Job Seeking Skills Workshops

Open to all Job Seeking Customers

Workshop	Date	Time	Location
<b>RESUMÉ WRITING:</b> Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching. <b>OPEN RESUMÉ LAB</b>	July 2	8:30 AM–9:30 AM	Heber EC
<b>INTERVIEW SKILLS:</b> Strategize ways to gain an edge in the interview process. Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness. <b>OPEN INTERVIEWING LAB</b>	July 16	8:30 AM–9:30 AM	Heber EC
	July 18	8:30 AM–9:30 AM	Heber EC
<b>JOB SEARCHING WITH TECHNOLOGY:</b> Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required. <b>OPEN JOB SEARCH WITH TECHNOLOGY LAB</b>	July 9	8:30 AM–9:30 AM	Heber EC
	July 11	8:30 AM–9:30 AM	Heber EC
<b>NETWORKING STRATEGIES:</b> Learn how to design and implement a strategic networking plan and find employment opportunities in the hidden job market. <b>OPEN NETWORKING LAB</b>	July 23	8:30 AM–9:30 AM	Heber EC
	July 25	8:30 AM–9:30 AM	Heber EC
<b>SKILLS IDENTIFICATION:</b> Learn how to use online tools to discover your transferable skills that can be used in all aspects of your career. Register first at <a href="http://jobs.utah.gov">jobs.utah.gov</a> .	July 30	8:30 AM–9:30 AM	Heber EC



To sign up for any of our **NO COST** workshops, register at [jobs.utah.gov/jobseeker](http://jobs.utah.gov/jobseeker) and select "Attend a Workshop" from the bottom menu to register.

**Employment Center (EC)  
Location**

Heber City EC  
69 N. 600 W. Suite C

For Lehi, Provo and Spanish Fork workshops, call Rebecca at 801-342-2655.  
For Nephi workshops, call Cris at 435-623-1927.

**Plan to arrive 10–15 minutes before the workshop begins. Workshops *start* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to reschedule.***

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.